



San Bernardino Associated Governments

472 North Arrowhead Avenue, San Bernardino, CA 92401

Phone: (909) 884-8276 Fax: (909) 885-4407

Web: www.sanbag.ca.gov



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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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AGENDA

Administrative Committee Meeting

May 12, 2004

9:00 a.m.

Location

SANBAG Office

472 N. Arrowhead Avenue

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Paul Biane
County of San Bernardino

SANBAG President

Mayor Bill Alexander
City of Rancho Cucamonga

SANBAG Past President

Council Member Jim Bagley
City of Twentynine Palms

Mt./Desert Representatives

Council Member Edward (Ted) Burgnon
Town of Apple Valley

Mayor Pro Tem James Lindley
City of Hesperia

Supervisor Dennis Hansberger
County of San Bernardino

East Valley Representatives

Mayor Pro Tem Larry McCallon
City of Highland

Council Member Bob Christman
City of Loma Linda

Supervisor Clifford Young
County of San Bernardino

West Valley Representatives

Council Member Gwenn Norton-Perry
City of Chino Hills

Mayor Paul Eaton
City of Montclair

Supervisor Patti Aguiar
County of San Bernardino

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**May 12, 2004
9:00 a.m.**

Location: SANBAG Office, 472 N. Arrowhead Avenue, San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Supervisor Paul Biane)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Anna Aldana

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting May 12, 2004 Pg. 4

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. [adm0405z-dmk.doc](#)

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum. [admatt04.doc](#)

Notes/Actions

Consent Calendar (Continued)

3. **Procurement Report for April 2004** Pg. 8
 Receive Monthly Procurement Report. Susan Van Note
[ADM0405a-svn.doc](#)

Discussion Items**Administrative**

4. **SANBAG 2004/2005 Proposed Budget** Pg. 10
 Conduct the Board of Directors' Workshop for the Proposed
 2004/2005 Budget. Susan Van Note [adm0405b-svn.doc](#)
5. **Request for Proposal (RFP) for Banking Services** Pg. 12
 Approve release of Request for Proposal (RFP) No. 05-004
 for Banking Services. Susan Van Note [adm0405c-svn.doc](#)
6. **Lease of SANBAG Office Space** Pg. 20
 Administrative Committee approve authorization for the
 Executive Director to utilize Holdover Provision included in
 SANBAG Agreement No. 03-040 for leased office space at
 444 North Arrowhead Avenue. Darren Kettle
[adm0405a-dmk.doc](#)
7. **Board Member Attendance** Pg. 22
 Receive report and provide direction relative to Board
 Member attendance at SANBAG Board of Directors and
 policy committee meetings. Norm King
[ADM0405A-DRB.doc](#)
8. **Additional Items from Committee Members**
9. **Brief Comments by the General Public**

Additional Information

- Acronym List [Acronym List.doc](#) Pg. 24

ADJOURNMENT

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

San Bernardino Associated Governments

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the San Bernardino Associated Governments (SANBAG) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the SANBAG Board of Directors and Policy Committees.

1. **Accessibility** – The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 472 N. Arrowhead Avenue, San Bernardino, CA.
2. **Agendas** – All agendas are posted at 472 N. Arrowhead Avenue, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 472 N. Arrowhead Avenue, San Bernardino.
3. **Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
4. **Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
5. **Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

6. **Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.
7. **Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject with SANBAG's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
8. **Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for SANBAG meetings. Your cooperation is appreciated!